



DC STARS Training Calendar

Training sessions and workshops

DC STARS Overview

DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.



DC STARS Training Calendar

Pre-Scheduling Work Session

Description This work session will guide the school master scheduler through the activities that must be completed for creating the school master schedule for SY 2009/10. Pre-Scheduling / Scheduling Planning documents must be completed by each school principal reviewed and signed-off by the Director of Scheduling, Jerome DeMarchi, before the beginning of your school's Pre-Scheduling Work Session.

Targeted Audience School Master Scheduler and data entry.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

Senior High Option Entry

Description This training will cover the various methods used by secondary schools for entering options (student course selections) for SY2009/10. Please note that the entry of all course requests for high school students must be completed by each school before the beginning of their assigned Scheduling session.

Please fax your request to attend to the DC STARS Training Registrar at (202) 442-5728.

Targeted Audience School Counselors and other personnel responsible for Option Entry

Location 825, 5th Floor Computer Lab

Time AM Sessions – 9 AM to 12 PM

PM Sessions – 1 PM to 4 PM

Individualized Course Plan (ICP)

Description This training is for schools choosing to create student course options from ICPs. The training will cover the fundamentals of successfully creating ICPs for students.

Please fax your request to attend to the DC STARS Training Registrar at (202) 442-5728.

Targeted Audience School Counselors and other personnel responsible for entering ICPs

Location - 825, 5th Floor Computer lab

Time AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

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DC STARS Training Calendar

DC STARS Training Calendar February 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	2/2	2/3	2/4	2/5	2/6
825 5th floor		Open Workshop <i>Call 724-2252 for Reservations</i>	STARS Overview AM		Open Workshop <i>Call 724-2252 for Reservations</i>
All Days	2/9	2/10	2/11	2/12	2/13
825 5th floor		Student Info Manager AM			
			Open Workshop <i>Call 724-2252 for Reservations</i>		
All Days	2/16	2/17	2/18	2/19	2/20
825 5th floor	Holiday		Open Workshop <i>Call 724-2252 for Reservations</i>	Pre-Scheduling Work Session S1 (10AM – 12PM)	Pre-Scheduling Work Session S3 (10AM – 12PM)
				Pre-Scheduling Work Session S2 (2PM – 4PM)	
All Days	2/23	2/24	2/25	2/26	2/27
825 5th floor	Open Workshop <i>Call 724-2252 for Reservations</i>	Sr.. High Option Entry AM	ICP Work Session (SHS Only) AM	Sr.. High Option Entry AM	Open Workshop <i>Call 724-2252 for Reservations</i>
		ICP Work Session (SHS Only) PM	Sr. High Option Entry PM	ICP Work Session (SHS Only) PM	

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Version Date: 02/12/09



STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar March 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	3/2	3/3	3/4	3/5	3/6
825 5th floor		<i>Open Workshop Call 724-2252 for Reservations</i>	STARS Overview AM		<i>Open Workshop Call 724-2252 for Reservations</i>
All Days	3/9	3/10	3/11	3/12	3/13
825 5th floor		Student Info Manager AM	<i>Open Workshop Call 724-2252 for Reservations</i>		
All Days	3/16	3/17	3/18	3/19	3/20
825 5th floor	Pre-Scheduling Work Session M1		Pre-Scheduling Work Session C2	Pre-Scheduling Work Session C1	<i>Open Workshop Call 724-2252 for Reservations</i>
	Pre-Scheduling Work Session M2		Pre-Scheduling Work Session C3		
All Days	3/23	3/24	3/25	3/26	3/27
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>			<i>Open Workshop Call 724-2252 for Reservations</i>	
	Spring Vacation	Spring Vacation	Spring Vacation	Spring Vacation	Spring Vacation
All Days	3/30	3/31			

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Pre-Scheduling Training Sessions

Feb 19 th –10AM-12PM	Feb 19 th – 2PM- 4PM	Feb 20 th -10AM-12PM	Mar 16 th - 9AM-12PM	Mar 16 th –1PM-4PM	Mar 18 th –9AM-12PM
S1	S2	S3	M1	M2	C2
Anacostia	Ballou	Banneker	Ronald Brown	Eliot	Browne
McKinley	Cardozo	Choice Secondary	Deal	Hardy	Francis
Spingarn	Columbia Heights	Coolidge	Jefferson	Hart	LaSalle
Wilson	Dunbar/Pre-Eng	Ellington	Johnson	Kelly Miller	Marshall
Woodson Academy	Eastern	Luke C Moore	MacFarland	Kramer	Oyster/Adams
Woodson/BFI	Young America Works	Roosevelt	Sousa	Shaw	Sharpe-Health
Options	Youth Engagement	School w/Walls	Stuart-Hobson		Takoma
		Transition Academy			Walker-Jones
					Webb
					West
					Winston



STARS
Student Tracking and Reporting System

Pre-Scheduling Training Sessions

Mar 18 th – 1PM-4PM	Mar 19 th –9AM- 12PM				
C3	C1				
Brightwood	BSTAY				
Brookland	DC Detention				
Burroughs	RSTAY				
Emery	SSTAY				
Langdon	Youth Sevices Center				
Noyes					
Powell					
Shaed					
Truesdell					
Whittier					



Training Registration Form

Instructions:

1. Fill in the information requested. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.
Fax #: [202-442-5728](tel:202-442-5728)

Training Participant:

First Name: _____ MI: _____ Last Name: _____
 School Name: _____ School Code: _____
 DCPS Email: _____ Phone Number: _____
 Position at School: _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____

(If yes, contact the DC STARS Help Desk at [202-442-5725](tel:202-442-5725) to request **DC STARS Overview** training.)

Class Requests:

The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.

Course Name			First Choice		Second Choice		Third Choice	
<i>Example:</i> <i>DC STARS Overview</i>	Date	AM/PM	<i>4/07</i>	<i>AM</i>	<i>4/07</i>	<i>PM</i>	<i>3/3</i>	<i>AM</i>
		Location		<i>825</i>		<i>825</i>		<i>825</i>
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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